

Minutes of the Finance Committee

Wednesday, March 19, 2014

Chair Haukohl called the meeting to order at 8:30 a.m.

Present: Supervisors Pat Haukohl, Richard Morris, Dan Draeger, Bill Zaborowski, Larry Nelson, and Pamela Meyer.

Also Present: Chief of Staff Mark Mader, Sheriff Dan Trawicki, Criminal Justice Collaborating Council (CJCC) Coordinator Rebecca Luczaj, Senior Financial Analysts Clara Daniels and Steve Trimborn, Senior Civil Engineer Karen Braun, Parks System Manager Duane Grimm, Human Resources Manager Jim Richter, Principal Human Resources Analyst Terri Sgarlata-Lutz, Hazardous Materials Coordinator Steve Todd, and Budget Specialist Bill Duckwitz. Recorded by Mary Pedersen, County Board Office.

Ordinance 168-O-101: Accept Two Donated Trunk Vaults For The Waukesha County Sheriff's Department, Canine Unit

Trawicki discussed this ordinance which authorizes the Department to accept two donated trunk vaults. He indicated the trunks will be used to safely store confiscated drugs. Haukohl noted the ordinance states they will be used for canine training equipment which Trawicki briefly explained further. The approximate value of the trunk vaults is \$5,000 and they will not be added to an equipment replacement plan.

MOTION: Morris moved, second by Draeger to approve Ordinance 168-O-101. Motion carried 6-0.

Update on Alcohol Treatment Court Fees and Revenue Goals

Luczaj discussed the report titled "Alcohol Treatment Court Program Fee Revenue Summary, 2009-2014." Total revenues at year-end 2013 were \$46,528 which included tax levy-funded third OWI offenders and federal grant-funded fourth OWI offenders (and a select number of third OWI offenders). The amount budgeted for revenues for 2013 was \$51,400 and the amount budgeted for 2014 was \$52,049. In January and February of 2014, a total \$7,632 in revenues had been received. The current caseload, as of February 2014, is 65 and includes 45 third OWI offenders and 20 fourth OWI offenders. Haukohl noted all revenues listed in the report are from the tax levy-funded clients.

To answer Haukohl's question, Luczaj indicated the latest recidivism data of two years ago showed a national recidivism rate of 8% of those clients who had graduated from this program. The rate of those who do not complete the program and subsequently receive another OWI is around 23-25%. Luczaj suggested for future reports, she include revenues received through collection efforts. Haukohl agreed and said that information would be helpful.

MOTION: Nelson moved, second by Zaborowski to accept the report on Alcohol Treatment Court fees and revenue goals. Motion carried 6-0.

Contract Procurement Process for Engineering and Design Services for CTH Y and CTH I

Braun advised the contract was awarded to Graef, the highest rater proposer, for a total contract cost of \$58,331. The budgeted amount was \$70,000. Ten vendors submitted RFPs for consideration.

Braun noted this is part of the Signals and Safety budget whereby she explained safety concerns at this intersection. To answer Haukohl's question, Braun said a roundabout was not considered for this location.

MOTION: Draeger moved, second by Morris to approve the contract procurement process for engineering and design services for CTH Y and CTH I. Motion carried 6-0.

Ordinance 168-O-099: Approve Three Year Agreement Between Waukesha County And The Waukesha County Fair Association For Holding The Waukesha County Fair At The Waukesha County Exposition Center For The Years 2014 Through 2016

Grimm advised this ordinance authorizes the Parks and Land Use Department to enter into a new lease agreement with the Waukesha County Fair Association (CFA) for use of the County Exposition Center facility and grounds to operate the County Fair for the years 2014-2016. Under the terms of the agreement, the CFA will make a 2014 fixed base rental payment of \$43,000 with an approximate 3% increase in years 2015 and 2016. The contract base payment is slightly less than the prior contract which reflects the CFA doing additional site setup, maintenance and cleanup activities previously provided by the County. The prior contract also included a share of the food and beverage commissions to repay a prior year unpaid rental payment over the three-year agreement (2011-2013) and is not part of the new agreement. The department will manage the reduced County support of the Fair and lower Fair rental revenue within the overall 2014 Adopted Exposition Center budget resulting in no budget impact.

Haukohl said it would have been helpful to see the changes and be able to compare them to the last agreement. To answer Haukohl's question, Grimm confirmed the County does not subsidize the County Fair with County tax levy.

MOTION: Morris moved, second by Meyer to approve Ordinance 168-O-099. Motion carried 6-0.

Annual Report on Employee Performance Evaluations & Awards

Richter and Sgarlata-Lutz were present to discuss their reports as outlined. In 2013, the total cost for base and non-base awards was \$732,627 (\$629,350 in 2012). The budgeted amount was \$779,000 (\$640,000 in 2012). A total of 362 employees were eligible (332 in 2012). The total possible cost if everyone received maximum base and non-base awards would have been \$1,199,465 (\$1,019,947 in 2012). Staff went on to review 2013 performance/evaluation ratings and awards for all employees per department (aggregate).

MOTION: Zaborowski moved, second by Nelson to approve the annual report on employee performance evaluations and awards. Motion carried 6-0.

Approve Minutes of 3-5-14

MOTION: Draeger moved, second by Zaborowski to approve the minutes of March 5. Motion carried 6-0.

Motion to Allow Secretary Zaborowski to Approve the Final Set(s) of Minutes on Behalf of the Committee

MOTION: Draeger moved, second by Morris to allow Secretary Zaborowski to approve the final set(s) of minutes on behalf of the Committee. Motion carried 6-0.

Schedule Next Meeting Date

- April 2

Chair's Executive Committee Report: 3-17-14

Haukohl highlighted the following items discussed at the last Executive Committee meeting.

- Approved Ordinance 168-O-100, also on this agenda.
- Reviewed the audit of the Jail Division and Criminal Justice Collaborating Council Alternatives to Incarceration programs.
- Approved three appointments.

Contract Procurement Process for Asbestos Consulting Services

Todd advised this five-year contract was awarded to Environmental Management Consulting, Professional Service Industries, and the Sigma Group, the three highest rated proposes, for a total contract cost (as required by need) not to exceed \$25,000. The first year budgeted amount is \$25,000. The actual annual cost for this contract in the past has been approximately \$10,000 per year. It is anticipated that with capital projects for the Courthouse and old Health & Human Services building, these services may exceed \$50,000 in future years. The three companies will need to re-bid for each project. Todd said the contract is for asbestos and indoor quality – much more than just asbestos. Meyer thought it should have been stated as such on the contract procurement form.

MOTION: Draeger moved, second by Zaborowski to approve the contract procurement process for asbestos consulting services. Motion carried 6-0.

Ordinance 168-O-100: Approve Intergovernmental Agreement Between Waukesha County, City Of Waukesha, And Waukesha School District Regarding Shared On-Site Medical Clinic

Richter explained the intergovernmental agreement as outlined for the on-site medical clinic which has been discussed in length at previous County Board committee meetings. Haukohl noted the Executive Committee approved this ordinance unanimously and Richter said the ordinance was defeated by a 3-3 vote by the Human Resources Committee. He advised it was approved by the School District although he does not know if and when the City will approve it.

Richter said the agreement sets forth how costs (capital, start-up, facility/grounds, operating) and revenues will be shared. Everything will be shared on a 40% (County), 44% (School District), and 16% (City) split and is based on the proportion of eligible participants from each organization. The County will own and maintain the facility and bill the School District and City for start-up and facility costs. The clinic provider, Healthstat, will separately bill each party for their share of vendor contact costs. These costs are projected to be offset with lower health care costs. The County will pay start-up and capital costs in 2014 and is reflected in the 2014 budget. The County will bill the School District and City for their share of these costs over a four-year period from 2015-2018.

Richter indicated an advisory council will be created to oversee the administrative and operational aspects of the clinic. Each organization will have a representative on that council, each with an equal vote. It has been determined, initially, that the City Administrator, Superintendent of Schools, and County Director of Administration will serve on that council. Haukohl expressed concerns at the Executive Committee meeting that no elected officials will be on the council. Administration Director Norm Cummings had reassured her there will be checks and balances and any changes will

have to go before the governing bodies for approval. Richter said after two years the council will evaluate utilization and if one organization is utilizing the clinic much more heavily than the others, perhaps they may pay a larger portion of the costs. Referring to the agreement, Haukohl reiterated that any type of policy change should be determined by the governing bodies and not solely by the council.

Richter stated the clinic will be a win-win for employers and employees. He advised if the City chooses not to participate the agreement will be rewritten and brought back to the School District and the County for approval. The School District still wants to partner on this and continue to work together and if the City does not join, the project will be delayed slightly. Haukohl pointed out a spelling error in the fiscal note to which Richter said the change has been made.

MOTION: Morris moved, second by Zaborowski to approve Ordinance 168-O-100. Motion carried 6-0.

MOTION: Nelson moved, second by Draeger to adjourn at 10:57 a.m. Motion carried 6-0.

Respectfully submitted,

William J. Zaborowski
Secretary